

Staff Code of Conduct Policy

Parents and children are entitled to expect the highest standards of conduct from all the pre-school staff. This policy has been put in place to help us to maintain standards. It is also to help protect the staff from any misunderstandings and criticism.

Standards

We expect very high standards from all staff. This includes high levels of care for all children, accurate and professionally supported advice for parents when requested, and respect for the other members of staff. All staff members are expected, by following agreed procedures and without fear of recrimination, to bring to the attention of the Pre-school Manager any deficiency in the standards. If it is the Manager who is causing the concern, then you can either contact the Chairperson or the Whistle Blowing Policy may be followed.

Appearance

The staff pre-school polo shirt should be worn in the setting. Staff should dress appropriately for their job. Skirts should be no shorter than knee length. No high heel shoes should be worn when working in the playroom. Flat shoes, or trainers should be worn, and no open toed sandals. Hair is best tied back.

Outside commitments

All staff should notify the chairperson if seeking additional employment. They should make sure their additional work does not reflect badly on the setting. It must not cause any conflict with their pre-school employment.

Smoking, Alcohol and Drugs (including prescribed medicines)

There is to be no smoking on the premises. No drugs must be taken unless prescribed. If medication is prescribed, it must be locked securely in the cupboard in the kitchen out of reach of the children. The Manager must be informed if it is possible that the medication could impair the ability to take care of children. No staff member should be under the influence of drink or drugs during their hours of work. Disciplinary action will be taken against any member of staff who disregards this rule.

Disqualification

Staff are 'expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting.) Staff who have not yet received their DBS clearance will not be allowed to have unsupervised contact with children being cared for.

Personal Hygiene

Personal hygiene must play an essential part in the day to day running of the setting as the staff must lead by example. Staff are very good at making sure that the children wash their hands on a regular basis, but staff must also be aware of hygiene, for example, staff must wear gloves when changing nappies, and must wipe down the changing mat with an anti-bac wipe when finished with. Nails should be kept short and clean, and uniform needs to be clean.

Staff appointments

All staff appointed positions will be based on merit. This will avoid any possible action or bias. No staff member will be involved in an appointment where they are related to an applicant or have a close personal relationship or friendship outside of work. Staff with the exception of the Manager will not be

involved in decisions relating to discipline, unless the Manager is the one under investigation. No staff member will be involved in pay adjustments.

Mobile phones

In accordance with safeguarding, mobile phones are not permitted to be carried on any person in the setting. Please refer to the Mobile phone/Camera policy.

Social Networking

Please refer to our Online Safety Policy. Please be aware that staff should not mention on social networking sites, any aspect of their work at the pre-school. It is advisable not be 'friends' or 'following' any parent whose children attends the setting.